



# My Property



# View your Properties and their Details

## View your Properties (1/2)

1. On the home page, click on the **My Property** tile
2. You will see a summarised list of the properties you have
3. To see more details of any individual properties, click on the TP number (which is unique system identity of your tenancies with us).

My Properties My Sub-leases

My Properties ▾ 🔍

3 items • Sorted by Tenancy Property Name • Filtered by All tenancy property - Record Type • Updated 2 minutes ago

Search this list...

	Tena... ↑	Property	Property Type	Trading Na...	Company /...	Buil...	Rent	Start ...	Acti...	Trad...	Module Type
1	<a href="#">TP-012433</a>	A123-Wholesale	Wholesale Module	Fresh Fruit Co	Fresh Fruit Co	A	\$3,768.00	14/6/2023	<input checked="" type="checkbox"/>	0.00	Wholesale Half Module
2	<a href="#">TP-012434</a>	D123-Grower	Grower Stand	Fresh Fruit Co	Fresh Fruit Co	D		14/6/2023	<input checked="" type="checkbox"/>	0.00	
3	<a href="#">TP-012478</a>	PLZL1B123	Plaza	Fresh Fruit Co	Fresh Fruit Co	PLZ	\$2,000.00	31/7/2024	<input checked="" type="checkbox"/>	28.35	





# View your Properties and their Details

## View your Properties (2/2)

- Upon clicking on the TP number, you will see all the details related to your property including:
  - Start Date and End Date for your agreement
  - Rent
  - Billing Cycle
  - Assessed Value
  - Property Type
  - Related Financial Account
  - And more...
- On the right hand side, you will see any documents relating to this property, service requests or general inquiries raised with us and quality assurance reports if you have a Retail space.

**Tenancy Property**  
**TP-012433**

[+ Follow](#)
[Request Replacement Share Certificate](#)

Property Name A123-Wholesale	Active Tenancy? <input checked="" type="checkbox"/>	Start Date 14/6/2023	Retail Type	Tenancy Type Occupancy Agreement
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### Tenancy Property Details

Tenancy Property Name TP-012433	Start Date 14/6/2023
Active Tenancy? <input checked="" type="checkbox"/>	End Date
Good Sold 1 Food - Fruit & Vegetables	Share Class
<b>▼ Rent &amp; Value</b>	
Rent \$3,768.00	Share Certificate Number
New Rent Effective Date 1/7/2022	Non-voting tenants <input type="checkbox"/>
Assessed Value 0	Total Equity
Billing Cycle Monthly	CPI/Rate 3.0%
<b>▼ Property Details</b>	
Site Flemington	Property Type Wholesale Module
Space A123	Trade Sq Mtr 0.00
Building Name A	
Module Type Wholesale Half Module	
<b>▼ Other Details</b>	
Company / Name Fresh Fruit Co	Account <a href="#">Fresh Fruit Co</a>
Application	Financial Account <a href="#">.12345</a>
Trading Name Fresh Fruit Co	

### Tenancy Documents

**Files (0)** [Add Files](#)

Title	Last Modified	Size

### Requests

**Requests (1)**

Case Number	Status	Date/Time Opened	Case Record Type
<a href="#">00001046</a>	New	26/7/2023, 6:26 pm	Replacement of Share...

[View All](#)

### Quality Assurance Reports

**Quality Assurances (0)**





# View your Properties and their Details

## Request Replacement Share Certificate

1. On the home page, click on the **My Property** tile
2. You will see a summarised list of the properties you have
3. To see more details of any individual properties, click on the TP number
4. Click **Request Replacement Share Certificate**
5. Read the details to understand the terms - The consent is legally equated to a signature, and assumes you have the appropriate reasons to make this request.
6. Click **Accept** – The request will be sent to the Finance Team for review and approval

### TIP

You can view all your replacement share certificate requests from the Services link in the header navigation bar.

Tenancy Property TP-012433

+ Follow Request Replacement Share Certificate

Property Name	Active Tenancy?	Start Date	Retail Type	Tenancy Type
A123-Wholesale	<input checked="" type="checkbox"/>	14/6/2023		Occupancy Agreement

**Tenancy Property Details**

Tenancy Property Name	Start Date
TP-012433	14/6/2023
Active Tenancy?	End Date
<input checked="" type="checkbox"/>	

**Tenancy Documents**

Files (0) Add Files

Title	Last Modified	Size
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### Request Replacement Share Certificate

Do solemnly and sincerely declare that:

The certificate(s) listed have been:  
 (a) lost, and all proper searches have been made for it/them without success; or  
 (b) destroyed.

The certificate(s) have not been pledged, sold or otherwise disposed of.  
 I/We undertake that if the certificate(s) is/are found or received by me/us such certificate(s) will immediately be returned to the Company for cancellation.

In consideration of the Company replacing the said lost certificate(s) I/we hereby covenant to indemnify and forever keep indemnified Sydney Markets Limited from and against all losses in respect thereof and all claims, actions, proceedings, demands, costs and expenses whatsoever which may be made or brought against it by reason of compliance with this request.

[Accept](#)





# Request Lease Renewal

## Before you begin

You can only request lease renewals for Plaza and Warehouse properties

## Send Lease Renewal Request to Sydney Markets

You will receive a notification when you are 3 months away and on the day of your Lease End Date

1. On the home page, click My Property
2. Select the property you would like the lease renewed for
3. On the property details page, click **Request Lease Renewal**
4. Fill in the details
  - a. **New Lease Term (In Years)** – Specify the number of years you want to extend
  - b. **Option for Extension (In Years)** – Enter the number of years that you want to extend after the initial lease term ends
  - c. **Additional Comments** – Enter any comments for the Property Team
  - d. **Usage** – Describe the use of the space
5. Click **Save**

### TIP

- Warehouse properties have a default lease and extension term of 5 years
- If you have one lease for two adjoining warehouses or plaza properties, please raise two separate lease renewal requests. Please let us know if you would like to renew these related properties on one lease or separate leases in the Additional Comments field.

Tenancy Property TP-012478

Property Name	Active Tenancy?	Start Date	Retail Type	Tenancy Type
PLZL1B123	<input checked="" type="checkbox"/>	1/8/2022		Lease Agreement

**Tenancy Property Data...**

Tenancy Property Name	Start Date
TP-012478	1/8/2022

**Tenancy Documents**

Files (0) Add Files

Title	Last Modified	Size
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**Request Lease Renewal**

New Lease Term (In Years):

Option for Extension (In Years):

Additional Comments:

I would like to renew my lease for another year

Usage:

Cancel Save





# View & Respond to Quality Assurance Reports

1. To open the Quality Assurance Report, you can either:
  - a. Click on the notification when a QA report has been submitted
  - b. Go to the property and open the QA report from the Quality Assurances section
2. You will see the details about the Quality Assurance Report including:
  - a. **Inspection Details** – Property, Inspection date and time
  - b. **Quality Assurance Survey** – This will include questions and answers
  - c. **Result** – Whether the QA Report was Satisfactory or Non-Satisfactory. It will also include any feedback from Sydney Markets
3. Review the report

Quality Assurance  
**QA-018**

[+ Follow](#)
[Complete Pending Action](#)

Tenant/Trader <a href="#">Fresh Fruit Co</a>	Stand Number HWE181	Status Action Required by Trader
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**Quality Assurance Report Details**

▼ Your feedback will appear here

Tenant Feedback

▼ Inspection Details

Quality Assurance Name QA-018	RecordType Name Fruits, Vegetable and Food
Tenant/Trader <a href="#">Fresh Fruit Co</a>	Stand Number HWE181
Conducted On 1/8/2023, 5:18 pm	Tenancy Property <a href="#">TP-012479</a>
Inspection Start Date 1/8/2023, 5:18 pm	Site Haymarket
Status Action Required by Trader	Inspection End Date 1/8/2023, 5:30 pm
Financial Account 12345	
Trading Name Fresh Fruit Co	

▼ 1. Unsafe/unsuitable food

Safe fresh food standards meet  
**No**

▼ 2. Dry & cold holding of potentially hazardous food

Cold potentially hazardous food <=7C  
**No**

Dry potentially hazardous food <=20C  
**No**

▼ **Result**

Result 1  
**Non-Satisfactory**

SML Feedback 1  
Please package food in clean packaging

2c

21



# View & Respond to Quality Assurance Reports

4. If the Result of your Quality Assurance Report is Non-Satisfactory, the Sydney Markets Retail Team may require to do some actions to ensure your stand passes the Quality Assurance Survey. To do this, click **Complete Pending Action**
5. Let Sydney Markets Retail Team know what actions you have taken to fix the Quality Assurance issues in the **Tenant Feedback** field – If you do not respond, the report will remain open
6. Select the checkbox on the **I have completed the actions requested** field
7. Click **Save**
8. Sydney Markets Retail Team will review you feedback and may re-inspect your property to ensure the actions have been taken

Quality Assurance  
QA-018

+ Follow Complete Pending Action 3

Tenant/Trader	Stand Number	Status
<a href="#">Fresh Fruit Co</a>	HWE181	Action Required by Trader

Complete Pending Action

Tenant Feedback

I have put the good in clean packaging 4

I have completed the actions requested  5

Cancel Save 6

